

**New Hampshire
Historic Preservation Fund
Grant Manual
for Historic Barns and Agricultural Structures,
Round Two, 2002/2003**

NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

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PREFACE

Please read this entire handbook carefully before completing the grant application. Submission of an application for a grant constitutes a declaration that the applicant is familiar with the terms of the grant program and the procedures set forth in this handbook. **Please keep this manual; if your project is selected, you will need to refer to it.**

The New Hampshire Division of Historical Resources (DHR) acknowledges that this manual may appear complicated and that the federal reporting requirements of the grant program may sound burdensome. Nonetheless, they are necessary for the receipt of funds and the DHR's continued eligibility for Historic Preservation Fund appropriations. Both DHR and grant recipients must strictly adhere to the federal policies and procedures. Failure to do so will result in the termination of the grant project and loss of the funding.

This manual provides guidance for a typical barn repair project costing less than \$10,000. For more complex projects, other federal restrictions or considerations may apply. Please feel free to contact DHR with questions that are not answered in this manual.

This handbook contains the most recent National Park Service requirements and policies. It is complete as of the date of printing, but because requirements and policies change, the New Hampshire Division of Historical Resources does not accept responsibility for any later changes that are not incorporated into this handbook. The DHR will notify grant applicants and recipients of any changes that may affect their projects.

All grants are contingent upon the National Park Service's concurrence with the proposed work for each project. Beyond the current grant cycle, no commitments for future funding can be made; future funding is contingent upon continuing Historic Preservation Fund appropriations to New Hampshire.

This grant program adds to a growing initiative across New Hampshire to preserve historic agricultural buildings. Led by the New Hampshire Historic Agricultural Structures Advisory Committee, DHR and the New Hampshire Preservation Alliance, other projects include a state-wide survey of agricultural structures, a maintenance guide for barn owners, an assessment grant program and a proposed property tax incentive. For more information about these activities, please contact the NH Preservation Alliance at 603/224-2281 or DHR at 603/271-3483.

INTRODUCTION

“Historic barns and agricultural structures symbolize the distinctive New Hampshire values of heritage, hard work, productivity and stewardship. They are witnesses to the role of agriculture in our state’s image and its economy, and they serve as scenic landmarks for residents and visitors alike.”

-- New Hampshire RSA 227-C:27, 1999

Although barns are among New Hampshire’s most cherished landmarks, changing agricultural technology and growing development pressures can make their preservation tenuous. Fortunately, last year the New Hampshire Division of Historical Resources received federal funding for matching grants to historic properties – specifically, historic barns and other agricultural outbuildings. The Historic Preservation Fund, provided for in the National Historic Preservation Act, is the source of this appropriation.

Eligible structures must both be listed on the National Register of Historic Places, either individually or within a historic district, and retain historical integrity. Additionally, all work must comply with the *Secretary of the Interior’s Standards for Rehabilitation* and with federal grants regulations.

Individuals, non-profit organizations and non-federal government agencies are welcome to apply. Grants will be distributed throughout the state, to a variety of building types, of various ages and sizes.

Priority will be given to stabilization work to insure longevity of historic barns and agricultural outbuildings, such as re-roofing, repair of structural members and drainage improvements. Special attention will be given to structures at risk from decay, disuse or development and to projects that demonstrate a high degree of public benefit. Applicants must have a strong commitment to preserving their barns and be willing and able to comply with all federal grant requirements.

Approximately \$65,000 in total grants will be available during this round of funding. All projects will be funded on a 50% matching basis; a federal match of up to \$12,000 will be awarded to each project. Non-federal match can include cash, in-kind or donated labor, equipment or materials, or a combination thereof.

This year’s application process begins in January 2002. February 28, 2002 is the deadline for submitting grant applications. All grant-assisted work must be complete before June 1, 2003.

For more detailed information on the grant program or to determine whether your property is listed on the National Register, please call, e-mail or write the NH Division of Historical Resources, PO Box 2043, Concord, NH 03302-2043, preservation@nhdhr.state.nh.us, (603) 271-3483.

GRANT PROGRAM CYCLE

January 2002	Announcement of available funds and application deadline.
February 28, 2002	Deadline for submitting grant applications to DHR. Applications must be postmarked no later than February 26, 2002 or hand-delivered no later than 4 PM on February 28, 2002. Do not fax applications.
March 2002	Review of grant applications by DHR and the NH Historic Agricultural Structures Advisory Committee. Projects selected using program criteria.
April 2002	Notification to each grant applicant of the grant application review results.
April-June 2002	Meetings with all applicants whose projects have been chosen to discuss program requirements and refine scope of work, budget and schedule for assistance agreement.
July 1, 2002	Estimated date for projects to begin once the assistance agreement has been signed. Ongoing periodic meetings with grant staff to review project progress as defined in assistance agreement.
June 1, 2003	All grant-assisted and matching share components of the project must be complete by this date or before, as required in the assistance agreement.
June 30, 2003	Last day to submit completion reports and all requests for reimbursement to DHR.

ELIGIBLE PROJECTS

To be eligible for consideration under this grant program, all applications must be for the repair of a building or structure that:

- is a barn or other agricultural outbuilding. Typical examples of outbuildings are milk houses, silos, equipment sheds, chicken coops and ice houses, AND
- is listed on the National Register of Historical Places, either individually or within a historic district, AND
- retains architectural integrity for the time of its listing on the National Register.

Both DHR and the National Park Service have a record of all properties in New Hampshire listed on the National Register of Historic Places. The National Park Service's database is available online, at <http://www.cr.nps.gov/nr/research/>. There are a number of ways to search the database; by location is often the fastest. Local public libraries may also have a copy of the nomination form completed at the time of a property's listing.

In order to preserve the historic qualities and architectural features that make the structure eligible for the National Register, all repairs must comply with the *Secretary of the Interior's Standards for Rehabilitation*. More detailed information on the standards follows this section. New additions and most routine maintenance are ineligible for funding. Projects must not harm the structure's setting, increase public use of the area to the extent of compromising the structure, or cause a nuisance to adjacent properties.

If the project plans do not meet the Secretary's standards and cannot be modified to conform to the standards, the project will not receive a grant.

A description of the grant program's other selection criteria follows the section on the *Secretary of the Interior's Standards*.

Project Planning

To ensure that all proposed work is the most appropriate priority for a historic structure, all preservation projects begin with planning, not only for the structure itself, but also for its historic landscape and general environment. The scale and complexity of the proposed work determines how much pre-study is needed. The best planning

- documents the historical significance and existing condition of the structure's materials and features,
- assesses all of the resources present,
- considers archeological resources and earth disturbance,
- defines the project and assesses its potential impacts, and
- incorporates the *Secretary of the Interior's Standards for Rehabilitation*.

Under this grant program, it is important to plan and define a concrete scope of work that is feasible and do-able, particularly for the purposes of determining how much matching share is needed and the budget, while keeping in mind long-term goals for the building. If this type of planning has not been gathered for your barn, the effort should be incorporated into the grant scope of work.

Planning is not a substitute for detailed working plans and specifications. These are not required for the grant application, but if they are available, they should be submitted with the application to assist DHR with its review.

DHR will need to review and approve working plans and specifications prior to the start of construction. All plans should be to scale, so that measurements can be verified in the field. The cost of architectural plans and specifications and on-site architectural supervision is an allowable cost and can be included in the budget if not yet complete. Planning costs incurred by the grant recipient prior to the award of the grant **cannot** be included in the budget.

If the grant work is one part of a larger project, DHR will need to review plans and specifications for the entire project, because both DHR and the National Park Service are responsible for ensuring that no part of a project in which they are involved has an adverse effect on the historic structure.

Preservation Covenants

No grant can be made under this program unless the grant recipient agrees to assume, after completion of the project, the total cost of the continued maintenance and repair of the structure. Grant recipients, in their assistance agreements with the DHR, will agree to "...assume the cost of continued maintenance and repair of the property so as to preserve the architectural, historical, or archeological integrity of the property for five years in order to protect those qualities that made the property eligible for listing on the National Register of Historic Places."

Nothing in this agreement prohibits the grant recipient from seeking further financial assistance from any other source (including further Historic Preservation Fund grants). **However**, a grant recipient cannot claim federal preservation tax incentives for work that was performed with Historic Preservation Fund grant assistance. Grant money received through the Historic Preservation Fund does **not** need to be treated as taxable income for the purposes of the Internal Revenue Code, 1986.

For projects with federal assistance that totals more than \$10,000, a five-year minimum covenant must be recorded on the property's deed. For projects with federal assistance that totals more than \$25,000, a covenant for ten or more years must be recorded on the property deed.

Public Access

The public must be able to see the results of the Historic Preservation Fund's investment of public funds. Actual access into the building is not required if the work can be seen from a public right-of-way. If work is done on any architecturally or historically significant interior features, the building must be open to the public at least twelve days a year. Grant recipients can publish a short notice in a local newspaper or post a notice in town hall advertising the days that the building will be open. Copies of the notice should also be forwarded to DHR for record keeping.

Other Regulations

Eligible grant work must comply with all state and local zoning, building code and environmental regulations. Applicants are solely responsible for obtaining any required state and local permits. All construction debris must be disposed of in accordance with state law.

Additionally and **if applicable**, all work completed under this federal grant program must comply with federal regulations governing:

- civil rights,
- equal opportunity,
- coastal barrier islands,
- coastal zone management,
- flood plains and wetlands,
- flood insurance,
- lead-based paint,
- relocation assistance,
- the National Environmental Protection Act, and
- the Americans with Disabilities Act.

Typically, repairs to a barn or other agricultural outbuilding will not bring any of these regulations to bear. **However**, please check with DHR if you have any questions as to your project's applicability. In particular, historical resources located within a floodplain or wetland should be managed to assure the building's preservation in that location. Grant proposals for projects located within a floodplain or wetland may require additional environmental documentation and assessment.

ABOUT THE SECRETARY'S STANDARDS

Like all materials, the historic materials in buildings and structures listed on the National Register of Historic Places deteriorate over time; therefore, these properties require periodic work to preserve and protect their historic and architectural integrity. More than 25 years ago, the National Park Service developed the *Secretary of the Interior's Standards for the Rehabilitation of Historic Properties* to help property owners and government agencies repair and preserve all kinds of historic properties. The standards are very general; they are not meant to give case-specific advice or address exceptions or rare instances. DHR staff and an experienced preservation contractor can help barn owners determine which features of their buildings are significant and their most appropriate care.

The National Park Service defines rehabilitation as “the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property that are significant to its historic, architectural and cultural values.”

A copy of the standards for rehabilitation follows. For this grant program, standards two through six will most often apply. Deteriorated historic materials and features, such as windows, doors and flooring, should be repaired rather than replaced. Severely deteriorated features can be replaced with matching new materials. Changes to the building that have acquired their own historical significance – such as the addition of a milk house – should be preserved. Architectural elements from other buildings or conjectural features – such as a cupola that was never on the barn – should not be added. Replacement of any missing features must be substantiated with documentary, physical or photographic evidence.

The National Park Service provides a wealth of educational information on the standards online, beginning with the standard's “home page” at http://www.cr.nps.gov/local-law/arch_stnds_8_2.htm. The sources listed under “Using the Standards and Guidelines” and “Planning Your Work on a Historic Building” are very helpful. In particular, an interactive web class on using the Standards for Rehabilitation can be found at <http://www2.cr.nps.gov/e-rehab/>; <http://www2.cr.nps.gov/tps/tax/rhb> offers illustrated guidance on topics such as wood, roofs, structural systems and health/safety. Copies of much of this information are also available through DHR.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

Rehabilitation may be considered as a treatment when repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate. Prior to undertaking work, a documentation plan for rehabilitation should be developed.

1. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archaeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing, to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

These standards were initially developed in 1975 and were revised in 1983 and 1992. This revision of the Standards was codified as 36 CFR Part 68 in the Federal Register, Vol. 60, No. 133, July 12, 1995; it replaces the Federal Register notice, Vol. 48, N. 190, September, 1983.

SELECTION CRITERIA

DHR and the Historic Agricultural Structures Advisory Committee will consider the following questions in awarding grant projects:

- a. Is the structure at risk, from factors such as age, financial need, deferred maintenance, or encroaching development?
- b. Will the project preserve the historic qualities and architectural features of the structure?
- c. Will the project promote the long-term preservation and use of the structure?
- d. Are scope of work, budget and schedule sufficient to achieve the project's goals and produce tangible results?
- e. Has the applicant demonstrated the financial and management skills needed to successfully complete the project?
- f. Is the applicant willing to comply with the rules and procedures of the grant program?
- g. Is the applicant willing to assume the costs of continued maintenance and repair of the structure and to sign the preservation agreement?
- h. Does the applicant's matching share equal 50% of the total project cost?
- i. To what extent does the project benefit the public? Is the building a local landmark? Does the project have community support?

OTHER IMPORTANT REQUIREMENTS

Ground Disturbance in Project Areas

Archaeological resources that are in the ground surrounding a historic building may yield important information about the history of the building or about the prehistoric use of the land. For example, an old well will often contain items that indicate the use of the building or the economic status of the occupants. A prehistoric Native American site indicating how past people lived in the area may be located in a barnyard. Any ground-disturbing project – such as foundation and drainage repairs -- has the potential to disturb or destroy archaeological resources.

DHR will review all grant applications to determine whether any has the **potential** to impact historic or prehistoric archaeological resources. In many cases, the existence of an archaeological site is not known, but it can be reasonably predicted to exist. If in its review, the DHR is concerned about the possibility of disturbance of archaeological resources, staff will work with the grant applicant to find a cost-efficient solution that both preserves the archaeological resource and allows the project to proceed. DHR staff may test the site or recommend a qualified consultant to complete an archaeological assessment. The cost of this testing may be included in the development project budget and is eligible for reimbursement.

Matching Share

Matching share refers to the applicant's 50% contribution toward the **total cost** of the project. The match can be cash or in-kind but must be:

- verifiable and carefully documented,
- not part of other federal funding or match,
- necessary and reasonable for accomplishing the grant,
- contributed within the grant period,
- allowable under federal cost principles, and
- delineated in the signed assistance agreement.

The only federal funds that can be used as matching share are TEA-21 or Community Development Block Grant (CDBG) money. Applicants must be able to document their projected non-federal matching share by donor, source, kind and amount.

Donated services, material and equipment use are allowable matching share when they directly benefit the project's objectives and are specifically identifiable. In other words, they are allowable only if the applicant would otherwise have to purchase them to accomplish the project. Donated services and equipment must be identifiable in project records as not donated by the federal government, not purchased with federal funds, and not included as donations comprising all or part of the share under any other federally-assisted project.

Volunteers can contribute to the success of a project if they are organized and supervised. Just as with donated services, volunteer services are allowable as matching share if the grant recipient would otherwise have to purchase the services to accomplish the project. The hourly rates must be consistent with those paid for similar work in the local labor market. In most cases, volunteers performing work for which they are not trained or experienced must use the minimum wage rate. Volunteer hours must be documented in the same manner as donated services and materials. **Please consult first** with DHR if you are planning to use volunteer services.

Sample forms for documenting donated labor, equipment use and materials are included in the Appendices.

Allowable Costs

All costs must be reasonable, ordinary, necessary and directly related to accomplishing the project. In general, the types of costs that are allowable include: consultant fees, materials and supplies consumed by the project and contractor fees. Any other costs are unallowable, unless specifically approved in writing by the DHR **prior to expenditure**. The budget in the assistance agreement for the grant will list the approved costs. All project costs must be incurred through federal procurement requirements, described further in this manual.

Only cash expenditures are reimbursable. The value of donated services, materials or equipment use is not, but may be counted as part of the matching share. **Work begun or completed before the grant is awarded is not reimbursable.**

Costs are allowed for exterior or structural work and for necessary improvements in wiring, plumbing and other utilities. Total reconstruction is not eligible for funding under this grant program

Payment Procedures

Payments to the grant recipient will be made according to the payment schedule in the assistance agreement. **In general, grant payments are made on a reimbursement basis only.** The final payment, which is 10% of the grant, will not be made until DHR approves the final project report. DHR will provide the grant recipient with instructions for documenting project costs, which must meet federal standards and pass audit.

Procurement Requirements

It is a federal regulation that when public funds are expended in a project, all procurement transactions, regardless of whether competitive proposals or sealed bids, and without regard to dollar value, shall be conducted in a manner that provides open and free

competition. Procurement procedures shall not restrict or eliminate competition. Non-competitive practices between firms and organizational conflicts of interest are not allowable.

The procurement regulations described in this section must be strictly followed. Any purchase of services or goods must be performed according to the following regulations **If the grant recipient does not hire, contract or purchase according to these regulations, no grant funds can be paid to the project.**

Procurement must be made by one of the following methods:

- 1) Small purchase procedures
- 2) Competitive sealed bids (formal advertising)
- 3) Competitive negotiation
- 4) Noncompetitive proposal

For this program, in most instances, grant recipients will use small purchase procedures. If the awarded project is part of a larger program, with other sources of federal funding, other procedures may be needed. **Please contact DHR** as soon as possible if this is the case with your application. The type of procurement procedures that should be implemented for each awarded project will be specified in each assistance agreement.

Small purchase procedures are those relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies or other property, costing in total not more than \$25,000. This method of procurement cannot be used for any purchases costing more than \$25,000. Price quotes should be obtained from at least three qualified sources and the most advantageous source should be chosen.

Procurement Documentation

Once the project is underway, the following information must be sent to the DHR to satisfy federal audit procedures. DHR cannot reimburse any costs until these materials are submitted:

1. A copy of the Request for Proposal or solicitation for bids, whichever is appropriate. DHR must review and approve all RFPs in advance of their publication.
2. A description of the methods of publicizing the solicitations, including dates and places of publication or posting, or the list of consultants/suppliers to whom the RFP was sent.
3. Copies of the responses received, or a summary of the responses.
4. Method and justification of contractor selection.
5. Justification of the use of negotiation (if used),
6. Copy of the signed and dated contract(s).

Assistance Agreement

DHR will prepare and execute an assistance agreement with the grant recipient after the grant has been awarded and the terms of the agreement approved. This is essentially a contract between the grant recipient and DHR that provides for the work to be performed as specified, and that the grant recipient will abide by the stated requirements of the grant program. In return, the DHR will make payments to the grant recipient in accordance with the payment provisions in the agreement.

Grant recipients must insure that all grant-assisted work is performed in exact accordance with the scope and budget as outlined in the assistance agreement. Once a project is underway, if the scope of work must be changed due to an unforeseen problem, grant recipients should immediately contact DHR. DHR cannot reimburse grant recipients for changes in the scope of work after the assistance agreement is signed, unless **the request for a change is made in writing, in advance, and approved**. The written request should clearly identify the work to be added or deleted, the additional cost or savings, its effect on the project schedule, and the reason for the change. Grant recipients should make certain that their contractors understand and follow this requirement, or reimbursement cannot be made.

Project Sign and Publicity

Grant recipients are required to acknowledge the National Park Service's and DHR's assistance by posting a sign at the construction site for the length of the project. The sign can be simple, and its cost is reimbursable if itemized in the scope of work.

DHR and the National Park Service, Department of the Interior, must also be credited in any media publicity and in any program or publication of the project being funded. In publications, film or video presentations funded with grant monies, the following must be included:

The activity that is the subject of this (type of presentation) has been financed in part with federal funds from the National Park Service, Department of the Interior, through the New Hampshire Division of Historical Resources. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

Only relevant portions of the required statement need to be applied. For example, if there are no commercial products, that part of the statement can be omitted. In addition, the following statement must also be included:

This program receives federal funds from the National Park Service. Regulations of the US Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on

the basis of race, color, national origin, age, or disability. The State of New Hampshire (under RSA 275 and RSA 354-a) prohibits discrimination on the basis of age, sex, race, creed, color, marital status, physical or mental disability or national origin. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.

Project Reports and Financial Documentation

Progress reports and a completion project report allow the DHR to evaluate the project's development and to verify that expenses incurred in the project are allowable, necessary and reasonable. The assistance agreement specifies the submittal dates and report contents for each report. Reimbursement cannot be made until all required information has been submitted to the DHR for review and approval. Although the reports can be in the form of a letter, they should be organized and contain all the necessary information. This will greatly expedite reimbursement.

Grant recipients are also required to keep a running log of project work, including unexpected architectural, archeological or historical findings as they occur, supplemented with before, during and after photographs and diagrams.

All allowable project costs must be documented at a level acceptable to the DHR and the auditors who review DHR's grant programs. Costs are eligible only if they appear in the assistance agreement budget or are approved in writing by the DHR **in advance of the expenditure**. Copies of invoices and proof of payment for all project expenditures must be submitted.

The following paragraphs will briefly explain the general level of documentation required for each budget item.

Donated Services – are allowable matching share when they are performed for approved project work only, and not included in contributions for any other federally assisted program. If personnel are part of the project budget, but are not being paid from any of the grant funds, then their services are considered “donated.” Donated services can also come from other sources, if the person is being paid by another organization, but performing approved project work. For instance, a contractor may donate the services of its personnel for a day's work. Documentation should either be a timesheet, noting hours, the value of those hours, and a brief description of the work performed, or a copy of a paid invoice, with the payment dates and check number noted, or a copy of the cancelled check.

Volunteer Services – are the unpaid services of persons performing approved project work. The hourly rate is determined by task and must be consistent with that paid for the same or similar work in the local labor market. Rates are approved before the assistance agreement is executed.

In general, volunteers performing a skill for which they are not trained will only be able to charge the minimum wage rate for their volunteered time. Volunteers must record their hours on a daily basis, being specific about the work performed. Both the volunteer and project supervisor must sign the time sheet. The “Value of Donated Labor Time Sheet” appended to this manual can be used for this purpose.

Contractual – Copies of contracts executed between the grantee and all consultants and contractors must be submitted at the time they are signed. To document costs, submit copies of itemized bills indicating payment date and check number.

Supplies – Submit documentation supporting expenditures for supplies, including receipted invoices.

Donated Equipment – Donated equipment and office space are often too difficult to document adequately to use as matching share. The grant recipient may contact the State Department of Transportation or University of New Hampshire for information on their equipment use rates. Donated equipment or office space cannot be provided by the federal government, nor donated as part of any other federally assisted project. The donation cannot exceed the fair market rental value. Grant recipients must submit documentation of their basis for determining valuation, including proof of fair market rental value, the age of equipment, source of purchase and actual use of equipment and/or office space.

Other – Include proof of payment and invoices for expenses not included in the other sections but approved in the assistance agreement.

STEPS IN THE GRANT PROCESS

A successful project funded under this grant program will typically follow these steps, from application through the completion of construction and reimbursement. Please read this section carefully in order to avoid delays and problems once your project is underway.

1. Applicants request an application from DHR and confirm that their property is listed on the National Register of Historic Places. Both DHR and the National Park Service have a record of all properties in New Hampshire listed on the National Register of Historic Places. The National Park Service's database is available online, at <http://www.cr.nps.gov/nr/research/>. There are a number of ways to search the database; by location is often the fastest.
2. Complete applications are submitted to DHR prior to the deadline, with working plans and specifications if available, or that effort is included as part of the scope of work. All applications must demonstrate that:
 - the property is eligible for the National Register.
 - the property retains architectural integrity for the time of its listing, and
 - the proposed work adheres the *Secretary of the Interior's Standards for Rehabilitation*.
3. DHR and the selection committee review the applications, requesting more information from applicants when needed. To ensure a timely selection process, all additional information must be submitted as soon as possible.
4. DHR announces the awards, first to property owners and then publicly. **No funds are released and no reimbursable work can commence.**
5. DHR forwards each project's assistance agreement and other federal paperwork to the National Park Service, the state Attorney General's office and the Governor and Council for approval.
6. Prior to the start of any grant-assisted construction work, grant recipients must receive two kinds of approvals from DHR. These are for:
 - a. The project's budget, matching share, allowable costs, procurement procedures, assistance agreement and preservation covenant, at a meeting at DHR's Concord offices. If the preparation of working plans and specifications are budgeted as part of the grant project, these can be completed after the assistance agreement is signed.
 - b. The project's working plans and specifications, to ensure that they adhere to the Secretary's Standards. Changes and further reviews may be needed. Project contractors are encouraged to attend these reviews, either at the construction site or at DHR's office.

7. With these approvals in place, work can commence! Site visits and phone calls are welcome and to be expected. Property owners post a sign at the construction site, identifying the project and the National Park Service's support of it.
8. Grant recipients submit all necessary procurement documentation and then progress reports and requests for reimbursement as specified in the assistance agreement. More than one report may be appropriate for larger projects.
9. Recipients maintain a running log and schedule of project work, including architectural, archeological or historical findings as they occur, supplemented with photographs and diagrams as needed. To ensure cost reimbursement, applicants should collect financial documentation in a timely and organized manner.
10. Proposed construction work is completed by the date specified in the assistance agreement. DHR staff inspect the project and confirm that it meets the program's goals.
11. The grant recipient completes and submits an organized and clear final report, with photographs and diagrams when needed, along with the financial documentation for final reimbursement.

**VALUE OF DONATED LABOR
TIME SHEET
HISTORIC PRESERVATION FUND**

Retain for Audit

PROJECT NAME AND NUMBER

NAME OF PERSON CONTRIBUTING DONATED TIME

KIND OF WORK PERFORMED
(LABORER, PLUMBER, MASON, ETC.)

Hourly rate based on: _____

A person donating time to a project will be paid at the Federal minimum wage unless he/she is professionally skilled in the work they are performing on the project (i.e., plumber doing work on pipes, mason doing work on a brick building). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project.

DATE	TIME OF WORK				TOTAL WORK HOURS	HOURLY RATE	VALUE (DONATED HOURS X RATE)
	START	END	START	END			
TOTAL VALUE OF DONATION							

SIGNATURE REQUIRED VERIFYING RECORD:

SIGNATURE OF PERSON DONATING TIME

DATE

SUPERVISOR VERIFYING ACCURACY

DATE

**VALUE OF DONATED EQUIPMENT USE
HISTORIC PRESERVATION FUND**

RETAIN FOR AUDIT

PROJECT NAME AND NUMBER _____

DONOR _____

Value of Donated Equipment Use					
DATE	TYPE & SIZE OF EQUIPMENT	TOTAL HOURS OF USE	HOURLY RATE	VALUE OF DONATION (HOURS OF USE X HOURLY RATE)	EQUIPMENT OPERATOR'S SIGNATURE

TOTAL VALUE OF DONATION _____

VERIFYING OFFICIAL'S SIGNATURE _____

DATE _____

**VALUE OF DONATED MATERIAL
HISTORIC PRESERVATION FUND**

RETAIN FOR AUDIT

PROJECT NAME AND NUMBER

DONOR

Value of Donated Material			
DESCRIPTION OF MATERIAL DONATED	DATE OF DONATION	CURRENT FAIR MARKET VALUE	BASIS OF VALUE
TOTAL VALUE OF DONATION			

VERIFYING OFFICIAL'S SIGNATURE

DATE